

Architectural Technologist I

DEFINITION

This is technical architectural drafting and associated field inspection work.

Work of this class involves the application of the principles of architectural technology in the preparation of architectural drawings, the investigation and selection of materials and methods and the on-site inspection of construction as the agent of the architect to ensure adherence to the approved drawings.

Responsibilities include site inspection to obtain information, departmental consultations on architectural drawing requirements, coordination of drawings, report preparation, inspection of work in progress and liaison with contractors and consultants regarding working drawings.

Work is performed independently with key-point periodic review by a technical superior for adherence of plans and changes to established standards.

TYPICAL DUTIES*

Performs technical drafting work in the preparation of architectural drawings; prepares preliminary designs and detailing from architects instructions and sketches; prepares working drawings for new construction, renovations and alterations.

Prepares presentations of architectural drawings utilizing pencil and ink rendering techniques, perspectives, interior and exterior views.

Investigates and selects building materials for suitability and cost; recommends choice and alternatives.

Inspects site and obtains confirmation of on-site measurements, surveys and other site conditions as required for plan development.

Consults with departments and contractors regarding requirements and architectural drawings; checks contractors shop drawings.

Interprets building codes and other requirements specified.

Maintains and reports on production progress schedule.

Monitors and checks the cost of construction on small projects and reports on deficiencies and alternatives; coordinates consultants work and others in his scope.

Prepares "as built drawings" or final measured drawings.

Inspects construction of new projects and alterations as directed to ensure that construction conforms to contract documents, plans and specifications and shop drawings.

Checks contractor's claims; issues notices of change and prepares change orders. Coordinates consultants and contractors progress and schedules.

Performs related duties as required.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of architectural drafting terminology, practices and techniques.

Knowledge of basic architectural principles and practices.

Knowledge of modern building construction methods, techniques and materials.

Knowledge of all building and construction codes and ordinances.

Ability to understand and execute oral and written instructions and to interpret building construction plans, specifications and other architectural and construction data.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Graduate of a two (2) year Architectural Technology program offered by a recognized institute of technology, plus four (4) years directly related experience in the architectural field.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0652		0653	
Last Updated:	1985-12			
Previous Updates:	1981-06			
Originated:	1976-08			